

~~FOR OFFICIAL USE ONLY~~

23 June 1961

MEMORANDUM FOR: Chief, Printing and Services Division, OL  
ATTENTION : [REDACTED]  
THROUGH : Chief, Administrative Staff, OCR  
SUBJECT : Procurement of Additional Xerox 914 Copying Machine

25X1A9a

1. Approximately 6% of the documents received by DD/OCR are single copy documents or documents with single copy enclosures. A study of our processing methods clearly indicates that the dissemination function could be performed more efficiently if an additional copy of these documents were made. Such reproduction would provide separate copies for dissemination and processing. This would enable DD/OCR to release information as received to consumers which otherwise would be delayed until after the coding process.

2. It is estimated that one Xerox 914 copying machine, utilized on a full time basis, is needed to reproduce the required quantity of single copy material (14-15,000 pages per month). It is contemplated that the reproduction of this material be done immediately, as the single copy documents are received, and as a part of the processing system. Meeting the needs of some offices, such as OCI, is of such a priority that any delay caused by having the reproduction done outside the building is untenable.

3. A seven month cost study indicates that at the proposed rate of reproduction the cost per copy (.0475) would be no greater using two machines than if only one were used. Even though the total amount of reproduction cannot be done on one machine, it should be emphasized that the additional machine will not cost the U.S. Government any more money per page.

4. We are well aware of the "24 hour" service provided by PSD and use this service (over 5,000 pages per month) when the processing cycle need not be interrupted and priority dissemination requirements are not affected.

5. It is requested that an additional Xerox 914 copying machine be procured for this office.

25X1A9a

[REDACTED]  
Chief, Document Division, CR

~~FOR OFFICIAL USE ONLY~~